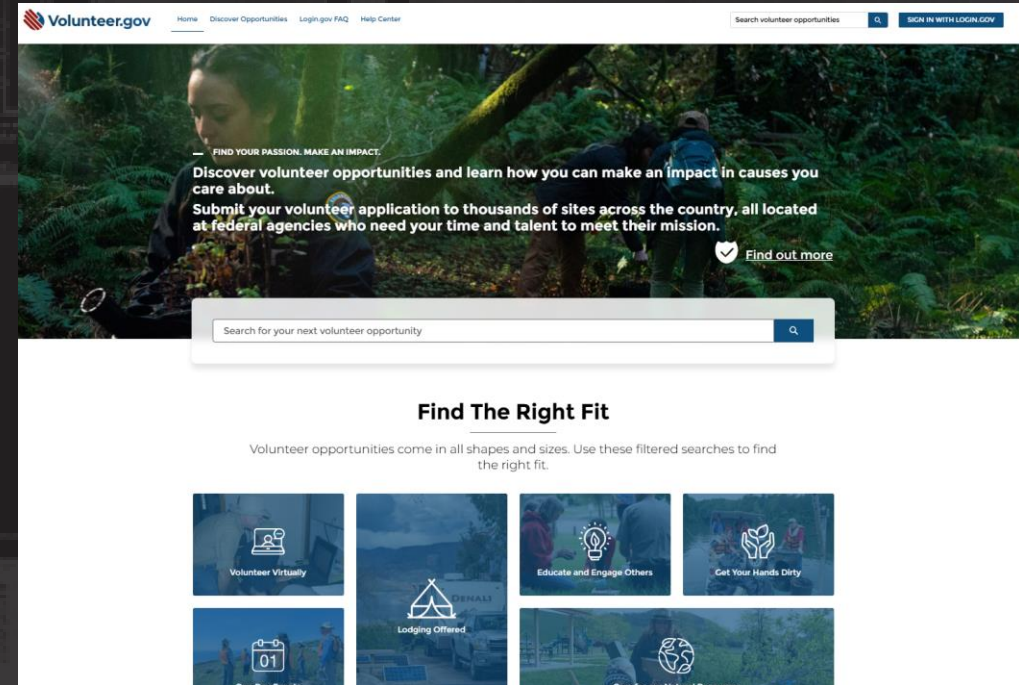


# VOLUNTEER.GOV BASICS

Heather Burke  
 HQUSACE National Partnerships and  
 Volunteer Program Manager

5 February 2026



Volunteer Manage... Home Volunteer Opportunities Team Member Access Applications Volunteers Time Tracking Knowledge Chatter Dashboards Reporting Generated Reports KPI Files User Management

Search...

Volunteer Opportunities  
 All USACE Volunteer Opportunities

50+ items • Sorted by Site • Filtered by Agency • Updated a few seconds ago

<input type="checkbox"/>	Volunteer Opportunity Name	Site Contact	Site	Own...	State/Prov...	Start Date	End Date	#...	#...
<input type="checkbox"/>	ARL PC Volunteer	George Hunter	Alabama River Lakes	Gunter	Alabama	9/6/2022	3/31/2023	0	0
<input type="checkbox"/>	Prairie Creek Campground Gatehouse	George Hunter	Alabama River Lakes	Gunter	Alabama	2/26/2024	9/2/2024	0	0
<input type="checkbox"/>	Gunter Hill Campground Park Attendant	George Hunter	Alabama River Lakes	Gunter	Alabama	2/28/2023	6/13/2023	0	0
<input type="checkbox"/>	ARL - Prairie Creek Campground	George Hunter	Alabama River Lakes	Gunter	Alabama	4/1/2025	12/31/2025	0	0
<input type="checkbox"/>	Alabama River Lakes - Six Mile Creek	George Hunter	Alabama River Lakes	Gunter	Alabama	5/12/2025	1/1/2026	0	0
<input type="checkbox"/>	ARL Site Office Host - Gunter Hill	George Hunter	Alabama River Lakes	Gunter	Alabama	9/1/2025	11/2/2025	0	0
<input type="checkbox"/>	ARL Site Office - Holy Ground Host	George Hunter	Alabama River Lakes	Gunter	Alabama	9/1/2025	11/2/2025	0	0
<input type="checkbox"/>	Albeni Falls Dam Camp Host	Miranda Berg	Albeni Falls Dam and Lake Pend Orielle	Mesenb...	Idaho	5/1/2023	9/15/2023	0	0
<input type="checkbox"/>	Albeni Falls Dam Camp Host	Sam Zook	Albeni Falls Dam and Lake Pend Orielle	Mesenb...	Idaho	5/1/2024	9/15/2024	0	0
<input type="checkbox"/>	Albeni Falls Dam Camp Host	Sam Zook	Albeni Falls Dam and Lake Pend Orielle	Baugh...	Idaho	5/1/2025	9/20/2025	0	1
<input type="checkbox"/>	Albeni Falls Dam Camp Host - 2026	Samuel Zook	Albeni Falls Dam and Lake Pend Orielle	Baugh...	Idaho	5/1/2026	9/30/2026	0	2
<input type="checkbox"/>	Albeni Falls Dam(Priest River Recreation Area)- Park Attendant	Sarah Kivela	Albeni Falls Dam and Lake Pend Orielle	Mesenb...	Idaho	4/26/2021	10/1/2021	0	0
<input type="checkbox"/>	Albeni Falls Dam Camp Host	Sarah Kivela	Albeni Falls Dam and Lake Pend Orielle	Mesenb...	Idaho	5/1/2022	9/15/2022	0	0
<input type="checkbox"/>	Allatoona - Day Use Park Host Volunteer	Halley Bowers	Allatoona Lake	Gunter	Georgia	4/1/2023	9/4/2023	0	2
<input type="checkbox"/>	Allatoona - Cooper's Furnace	Karl Soeder	Allatoona Lake	Gunter	Georgia	3/1/2024	9/2/2024	0	0
<input type="checkbox"/>	Allatoona - Old Hwy 41 #1	Karl Soeder	Allatoona Lake	Gunter	Georgia	11/13/2023	9/2/2024	0	0
<input type="checkbox"/>	Allatoona - Victoria Day Use	Karl Soeder	Allatoona Lake	Gunter	Georgia	2/1/2024	10/31/2024	0	0
<input type="checkbox"/>	Allatoona - Sweetwater Day Use	Karl Soeder	Allatoona Lake	Gunter	Georgia	4/1/2024	9/2/2024	0	0
<input type="checkbox"/>	Allatoona - Tanyard Creek Boat Ramp	Karl Soeder	Allatoona Lake	Gunter	Georgia	5/3/2024	9/2/2024	0	0
<input type="checkbox"/>	Allatoona Lake Village Volunteer	Chris Purvis	Allatoona Lake	Gunter	Georgia	1/1/2024	9/3/2024	0	0
<input type="checkbox"/>	Allatoona - Victoria Day Use	Karl Soeder	Allatoona Lake	Gunter	Georgia	3/15/2024	11/1/2024	0	0
<input type="checkbox"/>	Allatoona Lake - Volunteer Village	Chris Purvis	Allatoona Lake	Gunter	Georgia	6/3/2024	9/30/2024	0	0
<input type="checkbox"/>	Allatoona Lake - Sweetwater Campground Volunteers	Sadie Simpson	Allatoona Lake	Gunter	Georgia	6/3/2024	9/7/2024	2	0
<input type="checkbox"/>	Allatoona - Great Lake Allatoona Cleanup	Chris Purvis	Allatoona Lake	Gunter	Georgia	9/28/2024	9/28/2024	0	0

Volunteer.gov

## Team Member Portal

You have reached the Team Member portal login. If you are a Volunteer Coordinator please go to the [Volunteer Coordinator portal](#) to login.

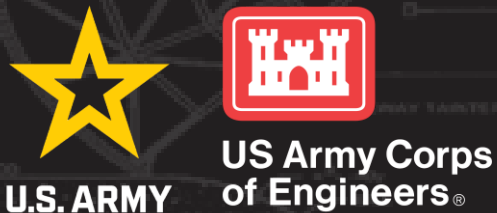
Username

Password

[Forgot your password?](#)

Log in Using

By signing in, I accept Volunteer.gov's [Terms of Use](#) and [Privacy Policy](#).





U.S. ARMY

# Volunteer.gov Functionalities

2



- Recruitment
- Onboarding
- Time Tracking
- Reporting
- Support

The screenshot shows the Volunteer.gov website interface. At the top, there is a navigation bar with the logo and links for Home, Discover Opportunities, My Profile, Support, and Contact. A user profile for 'Clark Kent' is visible in the top right corner. The main content area features a large background image of volunteers working outdoors. Two white text boxes are overlaid on the image. The first box, titled 'Our Mission at Volunteer.gov', contains the text: 'Connecting you to causes you care about - empowering you to make a difference. Volunteer.gov is a volunteer recruitment and management portal for people who are passionate about supporting causes managed by federal agencies. You can use Volunteer.gov to find volunteer opportunities, submit an application, and track your volunteer hours.' The second box, titled 'Our Impact', contains the text: 'As of 2022, public land management agencies manage:' followed by three data points: '450,000 Volunteers', '10 Million Service Hours Annually', and '\$285M Annual Value'.

**Volunteer.gov** Home Discover Opportunities My Profile Support Contact Clark Kent

### Our Mission at Volunteer.gov

Connecting you to causes you care about - empowering you to make a difference.

Volunteer.gov is a volunteer recruitment and management portal for people who are passionate about supporting causes managed by federal agencies. You can use Volunteer.gov to find volunteer opportunities, submit an application, and track your volunteer hours.

### Our Impact

As of 2022, public land management agencies manage:

<b>450,000</b> Volunteers	<b>10 Million</b> Service Hours Annually	<b>\$285M</b> Annual Value
------------------------------	---	-------------------------------



U.S. ARMY

# Volunteer.gov Public Site: Volunteer Perspective

<https://www.volunteer.gov/s/>

- Discover opportunities search
- Position details
- Apply online
- Help articles
- Time tracking



## Coralville Lake - West Overlook Campground Park Attendant

U.S. Army Corps of Engineers - Coralville Lake

### POSITION DETAIL QUICK LOOK:

- Address  
2850 Prairie Du Chien Road NE  
Iowa City, Iowa 52240-7820
- Type  
On-Site Position
- Dates  
4/20/2026 - 10/18/2026
- Point of Contact  
Audra Farley  
audra.m.farley@usace.army.mil

### Description

The primary duty of the Park Attendant is to staff the campground fee booth during designated hours. The volunteer and/or spouse shall provide an average of 21-25 hours of volunteer service per week and will serve for the entire recreation season May through October. Three different volunteer positions will share a rotating work schedule of 3 days on and 6 days off. Example schedules are available from the project POC. Volunteers selected for this position are provided a campsite in the West Overlook or Linder Point Campground with water, 50 amp electric, and sewer hookups. Area Mileage/Week: A shared golf cart is located at each campground for use conducting volunteer duties.

#### Specific Duties Include:

1. Staff the campground fee booth during required hours on assigned days and other days as agreed to or scheduled with the Volunteer Coordinator.
2. Operate a computer, monitor, printer, mouse, keyboard, and [Recreation.gov](#) website to perform campground booth volunteer duties efficiently and effectively.
3. Utilize [Recreation.gov](#) website to check daily reservations, process check-ins and check-outs and manage reservations within volunteer authorities as needed and approved by campground Park Ranger.
4. Perform a minimum of three "rounds" during each shift to observe campsite occupancy status.
5. Provide general visitor assistance. Inform visitors of campground policies and procedures, rules and regulations (Title 36 Brochure). Volunteers will NOT do any enforcement.
6. Campground Park Attendants will not perform any campsite reservation transactions. All reservations or modification to existing reservations will be completed by the customer utilizing the website, app, or call center.

Apply Now

Category  
**Recreation Services**  
Business Operations and Administrative Support

Dates  
4/20/2026 - 10/18/2026

Required Days  
Monday, Tuesday, Wednesday,  
Thursday, Friday, Saturday, Sunday

Hours Available  
21 hours per week

Reference Check Required  
No

Lodging Available for Opportunity  
Yes

Training Required  
No

Background Check Required  
Yes



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# Volunteer.gov Salesforce Admin Site

<https://doinps-vol.my.salesforce.com/>



Only licensed District volunteer coordinators can login to the volunteer.gov Salesforce site to:

- Post new opportunities
- Review applications
- Create/assign onboarding tasks
- Approve time logs

Project level volunteer coordinators with an account can login to the Team Member portal to:

- Review, select, and on-board applicants
- Sign 301a forms
- Approve time logs

Volunteer Management System

Home Volunteer Opportunities

### New Volunteer Opportunity

\* = Required Information

\* Volunteer Opportunity Name  Complete this field.

\* Site Contact

Secondary Contact

\* Site

Owner **Heather Burke**

Agency

Federal Employee Representative

Total Number of Volunteers

#### Opportunity Location

\* Virtual

Country **United States**

State/Province

View all dependencies

Street

City

Zip/Postal Code

Geolocation

#### Opportunity Date & Time

\* Start Date

\* End Date

\* Opportunity Image

#### Recruitment

Unlisted

\* Status

Cancel Save & New Save

**Volunteer Opportunities tab: Where you will spend most of your time while working in Volunteer.gov. This tab is where new opportunities are created, or existing opportunities are managed.**



### Recruitment

Unlisted Opportunity

\* Status

Recruitment Start Date/Time

Recruitment End Date/Time

### Opportunity Requirements

\* Opportunity Type

\* # of Volunteers Needed

#### Skills (more than one may be selected)

Available: Backpacking/Camping, Biology, Boat Operation, Carpentry

Chosen:

#### Special Groups

Available: Families, Groups, Kids, 55+

Chosen:

\* Primary Category

Lodging Availability for Opportunity

#### Secondary Category

Available: Business Operations an..., Construction and Facili..., Cultural and Historic R..., Education, Outreach, a...

Chosen:



# I Need a Volunteer - Posting Form (October 2025 version)

Send completed form to your district office volunteer coordinator

- **Volunteer Opportunity Name:**
- **Site Contact:**
- **Secondary Contact:**
- **Site:**

## Opportunity Location

- **Virtual:** Can the volunteer job be done remotely? (Choose Yes or No.)
- **Address:** (Use address from the system, or manually input address)
  - If using a different address from your main project mailing address:
    - Street:
    - City:
    - State:
    - Zip:
    - Geolocation Latitude/Longitude:

## Opportunity Date & Time

- **Start Date of the Opportunity:**
- **End Date of the Opportunity:** (Cannot exceed one year from the start date)
- **Opportunity Image Photo:** Include a URL link to a photo you'd like posted with the opportunity. Photo URL must come from one of the following approved sites:
  - [www.Recreation.gov](http://www.Recreation.gov)
  - Corps Lakes (<https://corpslakes.erd.c.dren.mil/visitors/visitors.cfm>)
  - USACE webpage (i.e. <https://www.nwk.usace.army.mil/Locations/District-Lakes/Kanopolis-Lake/>)

Find the photo you'd like posted with the opportunity. Right click on the image to copy the link address. Paste into this document.

If you have a photo you'd like to use but it is not on any of the above approved sites, you can submit it to be added to the Corps Lakes page by clicking on the link at the top of the page "[Corps Lakes Gateway](#)" > [Corps Photo Album](#) - [How to get photos added?](#) and follow the instructions.

## Recruitment

- **Unlisted Opportunity?** (Choose Yes or No). If an opportunity is marked as unlisted, it cannot be found via the search page. For unlisted opportunities, sharing the QR code/link is the only way for volunteers to view the opportunity page.

- **Status:** Select from the options – Draft, Recruitment Scheduled, Recruitment Active, Post-Recruitment, Cancelled, Closed
- **Recruitment Start Date/Time:** (List the specific date you want the volunteer opportunity posted on Volunteer.gov. Cannot be "ongoing" or "[year round](#)"):
- **Recruitment End Date/Time** (List the specific date you want the volunteer opportunity removed from Volunteer.gov. Cannot be "ongoing" or "[year round](#)"):

## Opportunity Requirements

- **Opportunity Type:** Select either Event or Position
- **Number of Volunteers Needed:**
- **Skills:** (Select or highlight all that are needed for the position)
  - Backpacking/Camping
  - Biology
  - Boat Operation
  - Carpentry
  - Clerical/Office Machines
  - Computer Programming
  - Conservation Education
  - Drafting/Graphics
  - Driver's License
  - First Aid Certificate
  - Fish/Wildlife
  - General Assistance
  - Hand Power Tools
  - Heavy Equipment
  - Landscaping/Reforestation
  - Land Surveying
  - Livestock/Ranching
  - Map Reading
  - Mountaineering
  - Office/Clerical
  - Operation Horse-Care/Riding
  - Other Trade Skills
  - Photography
  - Public Speaking
  - Research/Librarian
  - Sign Language
  - Supervision
  - Teaching
  - Visitor Information
  - Working with People
  - Writing/Editing
- **Special Groups** (Select/highlight all that apply)
  - Families
  - Groups
  - Kids
  - 55+

**NOTE: All the required information to create a new opportunity is listed in the "I Need a Volunteer" Posting Form. Project VCs complete this form and provide to their District VC to post.**

<https://corpslakes.erd.c.dren.mil/employees/volunteer/forms.cfm>





# Volunteer Opportunities Tab



Volunteer Opportunities  
**All USACE Volunteer Opportunities**

New

50+ items • Sorted by Start Date • Filtered by Agency • Updated a few seconds ago

Search this list... [Settings] [Grid] [Refresh] [Sort] [Edit] [Print] [Filter]

<input type="checkbox"/>	Volunteer Opportunity Name	Site Contact	Site	Own...	State/Prov...	Start D...	End Date	#...	#...	
1	<input type="checkbox"/> Fort Peck Interpretive Center Host	Susan E Dalbey	Fort Peck Project	Stewart	Montana	5/18/2027	9/27/2027	0	0	▼
2	<input type="checkbox"/> National Public Lands Day	Hannah Sue Hulpke	J. Strom Thurmond Lake	Dotson	South Carolina	9/26/2026	9/26/2026	0	0	▼
3	<input type="checkbox"/> Gull Lake Recreation Area Fall 2026	Nicole Voit	Gull Lake	Baker	Minnesota	8/31/2026	10/16/2026	0	0	▼
4	<input type="checkbox"/> Leech Lake Recreation Area Maintenance Jul-Sep	Colin Nicklay	Leech Lake	Baker	Minnesota	7/14/2026	9/30/2026	0	0	▼
5	<input type="checkbox"/> 2026 Visitor Center Interpretive Hosts Summer-Fall (On-site RV Resi...	Meg Sleeper	Bonneville Lock and Dam	Racine	Oregon	7/9/2026	10/31/2026	0	0	▼
6	<input type="checkbox"/> 2026 Historic Gardener - Summer-Fall (On-site RV Residents)	Meg Sleeper	Bonneville Lock and Dam	Racine	Oregon	7/9/2026	10/31/2026	0	0	▼
7	<input type="checkbox"/> Gull Lake Recreation Area Summer 2026	Nicole Voit	Gull Lake	Baker	Minnesota	6/29/2026	8/31/2026	0	0	▼
8	<input type="checkbox"/> Park Attendant Berry Mountain Park (Day Use)	Austin Davis	W. Kerr Scott Dam & Reservoir	Boyette	North Carolina	5/26/2026	9/1/2026	0	0	▼
9	<input type="checkbox"/> Park Attendant Boomer Park (Day Use)	Austin Davis	W. Kerr Scott Dam & Reservoir	Boyette	North Carolina	5/26/2026	9/1/2026	0	0	▼
10	<input type="checkbox"/> Landscaping & Grounds Maintenance at Fort Peck Lake & Dam	Susan E Dalbey	Fort Peck Project	Stewart	Montana	5/25/2026	9/7/2026	0	0	▼
11	<input type="checkbox"/> Campground Check-in Booth Volunteer/Misc.	Elizabeth Morsillo	Berlin Lake	Wright	Ohio	5/20/2026	9/8/2026	0	0	▼
12	<input type="checkbox"/> Campground Check-in Booth Volunteer/Misc.	Elizabeth Morsillo	Berlin Lake	Wright	Ohio	5/20/2026	9/8/2026	0	0	▼
13	<input type="checkbox"/> Fishhook Park and Campground - Grounds Maintenance	Janet Cook	Ice Harbor Lock and Dam - Lake Sacaja...	Stevens	Washington	5/17/2026	9/4/2026	0	0	▼
14	<input type="checkbox"/> Paint Creek Lake On-Site Volunteers	Savannah Henley	Paint Creek Lake	Daughe...	Ohio	5/16/2026	9/19/2026	0	0	▼
15	<input type="checkbox"/> East Branch Lake Campground Host	Jason Quinn	East Branch Clarion River Lake	Wright	Pennsylvania	5/15/2026	9/30/2026	0	0	▼
16	<input type="checkbox"/> Fishhook Park and Campground - Park Hosts	Janet Cook	Ice Harbor Lock and Dam - Lake Sacaja...	Stevens	Washington	5/9/2026	9/5/2026	0	0	▼
17	<input type="checkbox"/> Allatoona - Kellogg Day Use	Kari Soeder	Allatoona Lake	Gunter	Georgia	5/2/2026	9/7/2026	0	0	▼
18	<input type="checkbox"/> Elrod Ferry Day Use Area Gate Attendant	Annette Dotson	Hartwell Lake	Dotson	Georgia	5/2/2026	9/7/2026	0	0	▼
19	<input type="checkbox"/> Allatoona - Tanyard Creek Ramp	Kari Soeder	Allatoona Lake	Gunter	Georgia	5/1/2026	9/7/2026	0	0	▼
20	<input type="checkbox"/> Allatoona - Upper Stamp Creek Boat Ramp	Kari Soeder	Allatoona Lake	Gunter	Georgia	5/1/2026	9/7/2026	0	0	▼
21	<input type="checkbox"/> Blue Marsh Lake Boat Launch & Visitor Center Host	Brianna Treichler	Blue Marsh Lake	Treichler	Pennsylvania	5/1/2026	9/30/2026	0	0	▼
22	<input type="checkbox"/> Albeni Falls Dam Camp Host - 2026	Samuel Zook	Albeni Falls Dam and Lake Pend Orielle	Baugh...	Idaho	5/1/2026	9/30/2026	0	2	▼
23	<input type="checkbox"/> Dworshak Reservoir - Visitor Center Grounds Maintenance	Chris Miller	Dworshak Dam and Reservoir	Stevens	Idaho	5/1/2026	10/1/2026	0	0	▼
24	<input type="checkbox"/> Benbrook Lake Park Host, North Holiday Campground	Billy Jasper	Benbrook Lake	Linde	Texas	5/1/2026	11/30/2026	0	0	▼
25	<input type="checkbox"/> Hodges Village Dam Park Host	Aidan Buck	Hodges Village Dam	Gagnon	Massachusetts	5/1/2026	9/30/2026	0	0	▼





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# Volunteer Opportunities Tab: Onboarding Tasks

11



1. Additional Forms
2. Background Investigation
3. Driver's License
4. Interview, Reference Check, Scheduling
5. Medical Clearance
6. Onboard as group leader
7. Onboard as individual
8. Other
9. Training

Opportunity Preview Staff Access Volunteers **Create Onboarding Tasks** Time Log Chatter Activity

 Onboarding Task (0)

 Create Onboarding Task

Onboarding Task Name

Select

Additional Forms and Requirements

Background Investigation

Driver's License

Interview, Reference Check, Scheduling

Medical Clearance

Onboard as a Group Leader (301a)

Onboard as Individual Volunteer (301a)

Other

Training



U.S. ARMY

# Volunteer.gov Volunteer View: Signing the OF301a



Home

## Application AP-00073793

Status: Onboarding

**Volunteer Tasks (1)**  
1 item • Updated a few seconds ago

Volunteer Task Name	Task Title	Completed	Task Directi
Individual Volunteer (301a)	Member of the Fellowsh...	<input type="checkbox"/>	Congratulat

Final Review

VOLUNTEER SERVICE AGREEMENT-NATURAL & CULTURAL RESOURCES

Volunteer Agreement Type: 301a Individual  
 Volunteer Name: Legolas Thrandullion  
 Street Address, Apt #: 1 Oak Lane  
 Date of Birth: April 8, 1970  
 Phone: 111.555.1111  
 Email Address: nsolomon@nps.gov

U.S Citizen or Permanent Resident: Yes, I am a U.S. citizen or Permanent Resident.  
 City: Mirkwood  
 State: Vermont  
 Zip Code: 11111

Review Individual Volunteer Form

Review Description of Service Risk Assessment Affirmations Final Review

VOLUNTEER SERVICE AGREEMENT-NATURAL & CULTURAL RESOURCES

Volunteer Agreement Type: 301a Individual  
 Volunteer Name: Legolas Thrandullion  
 Street Address, Apt #: 1 Oak Lane  
 Date of Birth: April 8, 1970  
 Phone: 111.555.1111  
 Email Address: nsolomon@nps.gov

U.S Citizen or Permanent Resident: Yes, I am a U.S. citizen or Permanent Resident.  
 City: Mirkwood  
 State: Vermont  
 Zip Code: 11111

DEMOGRAPHIC INFORMATION (Optional). Please indicate both ethnicity and race and tell us if you are a veteran or have a disability. Multiracial respondents may select two or more races. This information will inform our understanding of diversity and inclusion among the volunteer force in the natural and cultural resource areas.

Ethnicity (Select one):  
 Do you have a disability?

Race (Select one or more, regardless of ethnicity):  
 Are you a Military Veteran or Active Duty Military?



# Volunteer.gov Salesforce: Signing the OF301a

## How to track onboarding progress: volunteer complete

The screenshot shows the Salesforce interface for tracking volunteer onboarding. The 'Volunteers' tab is selected and highlighted with a red box and a circled '1'. Below it, the 'Applications (1)' section displays a table with the following data:

Volunteer Type	Volunteer Name	Email Address	Total Hours	Application Status
Registered	Legolas Thrandullion	rsolomon@rps.gov	0.00	Onboarding

The 'Application Status' field in the table is highlighted with a red box. Below the table, the 'Volunteer Tasks' section shows a task with the following data:

Name	Primary Onboarding Task	Task Title	Status	Volunteer Name
Individual Volunteer (301a)	Member of the Fellowship	Member of the Fellowship	Complete	Legolas Thrandullion

The 'Status' field in the task table is highlighted with a red box and a circled '2', with an arrow pointing to the 'Application Status' field in the table above.

## Applying staff signature

The screenshot shows a 'Confirm Signature' dialog box overlaid on the Salesforce interface. The dialog box has an orange header and contains the following text:

By changing this volunteer's status to Onboarding Complete, you are applying your signature as the government representative to section 42 of the OF-301a Volunteer Service Agreement. In doing so, you agree on behalf of your agency that while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described, and to consider the volunteer as a Federal employee only for the purposes of tort claims, liability and injury compensation to the extent not covered by their volunteer group, if any.

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a blue background. The background interface shows the 'Applications (1)' section with the 'Update Application Status' button highlighted by a red box and a circled '1'.



# Team Member Access Tab



Team Member Access
All
New
Printable View

50+ items • Sorted by Team Member Access Number • Updated a few seconds ago

<input type="checkbox"/>	Team Member ... ↑	Team Member	Volunteer Opportunity	301a Signature Access	Application Access	Time Log Access	
1	<input type="checkbox"/>	TM-0002	Ryan Engelgau	Adventure Assistant	No Access	No Access	No Access
2	<input type="checkbox"/>	TM-0003	Ryan Engelgau	Beetle Parent	No Access	No Access	No Access
3	<input type="checkbox"/>	TM-0004	Ryan Engelgau	Discovery Aide	No Access	No Access	No Access
4	<input type="checkbox"/>	TM-0005	Ryan Engelgau	Earl Park Landing Host	No Access	No Access	No Access
5	<input type="checkbox"/>	TM-0006	Ryan Engelgau	Facilities Managment and Trails Volunteer	No Access	No Access	No Access
6	<input type="checkbox"/>	TM-0007	Ryan Engelgau	Kayak Krew	No Access	No Access	No Access
7	<input type="checkbox"/>	TM-0008	Ryan Engelgau	Namekagon River Spring Cleanup	No Access	No Access	No Access
8	<input type="checkbox"/>	TM-0009	Ryan Engelgau	Office & Operations Support	No Access	No Access	No Access
9	<input type="checkbox"/>	TM-0010	Ryan Engelgau	Photographer	No Access	No Access	No Access
10	<input type="checkbox"/>	TM-0011	Ryan Engelgau	Riverway Ambassador	No Access	No Access	No Access
11	<input type="checkbox"/>	TM-0012	Ryan Engelgau	Riverway Volunteer	No Access	No Access	No Access
12	<input type="checkbox"/>	TM-0013	Ryan Engelgau	Riverway Volunteer	No Access	No Access	No Access
13	<input type="checkbox"/>	TM-0014	Ryan Engelgau	St. Croix River Spring Cleanup	No Access	No Access	No Access
14	<input type="checkbox"/>	TM-0015	Ryan Engelgau	Watercraft Inspector	No Access	Access	No Access
15	<input type="checkbox"/>	TM-0016	Ryan Engelgau	Watershed Waste Warrior	No Access	No Access	No Access
16	<input type="checkbox"/>	TM-0017	Ryan Engelgau	Wild Rivers Conservancy & St. Croix National Scenic Riverway Internship Program	No Access	No Access	No Access
17	<input type="checkbox"/>	TM-0018	Brooke Sarrazin	Visitor Services Assistant	No Access	No Access	No Access
18	<input type="checkbox"/>	TM-0019	Brooke Sarrazin	Maintenance/Garden Helper	No Access	No Access	No Access
19	<input type="checkbox"/>	TM-0020	Joshua Hughes	Greenbelt Park Campground Host	Access	Access	No Access
20	<input type="checkbox"/>	TM-0021	Joshua Hughes	Greenbelt Park Trail Crew*	Access	Access	No Access

**Lists team members, volunteer opportunities they are assigned to, and the access that has been given to them (301a Signature Access, Application Access, Time Log Access)**



U.S. ARMY

# Applications Tab



Applications All

50+ items • Sorted by Age of Application • Updated a few seconds ago

Search this list... [Settings] [List View] [Refresh] [Sort] [Filter]

	<input type="checkbox"/> Volunteer Name	Application ...	Volunteer Opportunity	Application Status	Refe...	Submitted...	A... ↑ ↓	Country	Country of Citi...
1	<input type="checkbox"/>	AP-00139587	Mississippi River – Blanding Landing Recreation Host/Custodial/Cleaning Volunteer	Application Tentatively Accepted		12/4/2025	19	United States	United States
2	<input type="checkbox"/>	AP-00139021	Mississippi River – Blanding Landing Recreation Host/Custodial/Cleaning Volunteer	Waitlisted		11/29/2025	24	United States	United States
3	<input type="checkbox"/>	AP-00136963	Mississippi River – Blanding Landing Recreation Host/Custodial/Cleaning Volunteer	Waitlisted		11/16/2025	37	United States	United States
4	<input type="checkbox"/>	AP-00136965	Mississippi River – Grant River Recreation Area Host/Custodial/Cleaning Volunteer	Waitlisted		11/16/2025	37	United States	United States
5	<input type="checkbox"/>	AP-00134861	East Branch Lake Campground Host	Application Submitted		10/14/2025	70	United States	United States
6	<input type="checkbox"/>	AP-00123710	East Branch Lake Campground Host	Application Submitted		7/8/2025	168	United States	United States
7	<input type="checkbox"/>	AP-00120262	East Branch Lake Campground Host	Application Submitted		5/29/2025	208	United States	United States
8	<input type="checkbox"/>	AP-00117498	East Branch Lake Campground Host	Application Submitted		5/3/2025	234	United States	United States
9	<input type="checkbox"/>	AP-00117304	East Branch Lake Campground Host	Application Submitted		5/1/2025	236	United States	United States
10	<input type="checkbox"/>	AP-00116797	Table Rock Lake-Moonshine Beach (May-Sept 2025)	Application Submitted		4/26/2025	241	United States	United States
11	<input type="checkbox"/>	AP-00115969	Table Rock Lake-Moonshine Beach (May-Sept 2025)	Application Submitted		4/19/2025	248	United States	United States
12	<input type="checkbox"/>	AP-00115531	Table Rock Lake-Moonshine Beach (May-Sept 2025)	Application Submitted		4/15/2025	252	United States	United States
13	<input type="checkbox"/>	AP-00115584	East Branch Lake Campground Host	Application Submitted		4/16/2025	252	United States	United States
14	<input type="checkbox"/>	AP-00115323	Stanislaus River Parks - Orange Blossom Recreation Area	Application Submitted		4/13/2025	255	United States	United States
15	<input type="checkbox"/>	AP-00115328	Table Rock Lake-Moonshine Beach (May-Sept 2025)	Application Submitted		4/13/2025	255	United States	United States
16	<input type="checkbox"/>	AP-00114352	Table Rock Lake-Moonshine Beach (May-Sept 2025)	Application Submitted		4/4/2025	263	United States	United States
17	<input type="checkbox"/>	AP-00112777	East Branch Lake Campground Host	Application Submitted		3/21/2025	277	United States	United States
18	<input type="checkbox"/>	AP-00112236	East Branch Lake Campground Host	Application Submitted		3/18/2025	280	United States	United States
19	<input type="checkbox"/>	AP-00112097	Campground Booth Attendant-Acorn Valley, Cherry Glen, and Prairie Flower CG	Application Submitted		3/17/2025	281	United States	United States
20	<input type="checkbox"/>	AP-00112035	East Branch Lake Campground Host	Application Submitted		3/16/2025	282	United States	United States

Shows an overview of all current applications across all volunteer opportunities you own. Click on the name of any applicant to see their applications.



U.S. ARMY

# Volunteers Tab



- Volunteer Manage...
- Home
- Volunteer Opportunities
- Team Member Access
- Applications
- Volunteers**
- Time Tracking
- Knowledge
- Chatter
- Dashboards
- Reporting
- Generated Reports
- KPI
- Files
- User Management

## Volunteers

Using the tables on this screen you can create and export custom reports of volunteer information for volunteers associated with volunteer opportunities you own. Please review the [Volunteers Tab knowledge article](#) for more information on how to customize the type of data included in a report and how to export that report as an Excel file.

### Dashboard Volunteer Profiles For VCs

Last refreshed 6 days ago. Refresh this dashboard to see the latest data.

As of Dec 23, 2025, 11:31 AM. Viewing as Heather Burke

- + Follow
- Open
- Refresh

### Volunteers

Volunteer Profile: Volunteer Profile Number ↑	Full Name	Email Address	Date of Birth	Phone	Emergency Contact Full Name	Emergency Contact Phone
<a href="#">PR-0000038</a>						
<a href="#">PR-0000065</a>						
<a href="#">PR-0000069</a>						
<a href="#">PR-0000071</a>						
<a href="#">PR-0000073</a>						
<a href="#">PR-0000074</a>						
<a href="#">PR-0000103</a>						

[View Report \(Volunteers\)](#)

As of Dec 23, 2025, 11:31 AM

### Volunteer Opportunities

Opportunity Name	Volunteer Name ↑	Email Address	Date of Birth	Phone	Emergency Contact Name	Emergency Contact Phone	Volunteer Task Name
<a href="#">Waco Lake Landscaping and Maintenance Volunteer</a>							-
<a href="#">Ice Harbor Lock and Dam - Charbonneau Park Host</a>							-
<a href="#">McNary Lock and Dam - Hood Park Host</a>							-
<a href="#">Ice Harbor Lock and Dam - Fishhook Park Host</a>							-

**Allows you to create and export custom tables of volunteer and volunteer opportunity information.**



U.S. ARMY

# Time Tracking Tab



- Volunteer Manage...
- Home
- Volunteer Opportunities
- Team Member Access
- Applications
- Volunteers
- Time Tracking**
- Knowledge
- Chatter
- Dashboards
- Reporting
- Generated Reports
- KPI
- Files
- User Management

## ★ Time Tracking

	Volunteer Opportunity	Start Date	Site	Total Volunteer Hours ↓	Total Number of Volunteers	Approval Required
1	Benbrook Lake Office Administrator	04/08/2022	Benbrook Lake	415.5	1	
2	St. Mary's Falls Canal - Soo Locks Interpretive Vo...	06/20/2021	St Marys River	10	2	
3	Paintsville Lake-Volunteer Park Caretakers	01/01/2020	Paint Creek Lake	0	0	
4	Caesar Creek Lake-Visitor Center Ambassador	01/01/2020	Caesar Creek Lake	0	0	
5	Paint Creek Lake-Natural Resources Assistant	01/01/2020	Paint Creek Lake	0	0	
6	Mississippi River Project Office-Visitor Center	01/01/2020	Mississippi River - Pools 11-22	0	0	
7	Rivers Project Office-National Great Rivers Muse...	01/01/2020	National Great Rivers Museum	0	0	
8	Rough River Lake-Camp Host/Light Maintenanc...	01/01/2020	Rough River Lake	0	0	
9	Tennessee-Tombigbee Waterway-Park Host	01/01/2020	Tennessee-Tombigbee Waterway	0	0	
10	Caesar Creek Lake-Visitor Center Ambassador	01/01/2020	Caesar Creek Lake	0	0	
11	Caesar Creek Lake-Volunteer Photographer	01/01/2020	Caesar Creek Lake	0	0	
12	Jesse Brent Lower Mississippi River Museum-Mu...	01/01/2020	Mississippi River - Pools 11-22	0	0	
13	Philpott Lake-Volunteers For All Duties	01/01/2020	Philpott Lake	0	0	
14	Tennessee-Tombigbee Waterway-Park Host	01/01/2020	Tennessee-Tombigbee Waterway	0	0	
15	Lake Sidney Lanier-Volunteer Village/With Assor...	01/01/2020	Lake Sidney Lanier	0	0	
16	Illinois Waterway Project Office/Farm Creek Rese...	01/01/2020	Illinois Waterways	0	0	
17	Blue Marsh Lake-General Assistant Volunteer2	01/01/2020	Blue Marsh Lake	0	0	
18	Caesar Creek Lake-Trail Monitor	01/01/2020	Caesar Creek Lake	0	0	

**Provides an overview of volunteer hours by opportunity, so that you can have a quick overview of totals and jump to specific opportunities to manage the hour logs associated to them. Additionally, the Time Tracking tab includes an Approval Required column where you can easily see which opportunities have time logs that require your review and/or approval.**



U.S. ARMY

# Knowledge Tab



Knowledge  
**All**

50+ items • Sorted by Article Title • Filtered by All knowledge • Updated a few seconds ago

Article Title ↑	Article Record Type	Publication Status	Published Date	Version Number	Article Number	
1 ~Bootcamp Videos~	Article	Published	9/9/2025, 8:56 AM	2	000006110	▼
2 ~Volunteer.gov Knowledge Lesson Plan~	Article	Published	9/4/2025, 12:19 PM	19	000005500	▼
3 Access and Download the Completed 301a Volunteer Service Agreement	Article	Published	4/3/2025, 10:12 AM	3	000001493	▼
4 Add a Site Contact to an Opportunity	Article	Published	5/15/2025, 6:42 AM	2	000006232	▼
5 Add Legacy Hours	Article	Published	12/6/2023, 2:00 PM	1	000002296	▼
6 Add Notes to a Volunteer Profile	Article	Published	10/7/2024, 3:44 PM	1	000005134	▼
7 Add Volunteer Hours	Article	Published	6/26/2024, 11:39 AM	3	000001504	▼
8 Add Volunteer Hours in Team Member Portal	Article	Published	11/17/2025, 9:51 AM	2	000007133	▼
9 Agency Partner Spotlight	FAQ	Published	3/13/2025, 9:18 AM	4	000003711	▼
10 All Published Release Notes	Article	Published	9/10/2025, 5:42 AM	6	000005499	▼
11 Application Status Change and Auto-Generated Emails	Article	Published	4/8/2025, 8:37 AM	7	000001015	▼
12 Approve Volunteer Hours	Article	Published	8/31/2023, 8:09 PM	1	000001497	▼
13 Approve Volunteer Hours in Team Member Portal	Article	Published	11/17/2025, 9:53 AM	2	000007134	▼
14 Assign a 301a Onboarding Task	Article	Published	5/19/2023, 6:30 AM	1	000001009	▼
15 Assign Secondary Onboarding Tasks	Article	Published	8/17/2023, 1:17 PM	1	000001384	▼
16 Can I share a Login.gov account with another person?	FAQ	Published	6/26/2024, 11:46 AM	1	000003761	▼
17 Can Login.gov help me if I have volunteer opportunity questions?	FAQ	Published	6/26/2024, 12:07 PM	1	000003759	▼
18 Cancel an Opportunity	Article	Published	8/17/2023, 1:20 PM	3	000001007	▼
19 Celebrating America's 250th Birthday	FAQ	Published	4/23/2025, 12:06 PM	1	000006231	▼
20 Celebrating National Trails Day	FAQ	Published	5/20/2025, 10:28 AM	1	000006354	▼
21 Change Opportunity Owner	Article	Published	10/2/2023, 2:17 PM	1	000002300	▼

**The Knowledge Center is a resource library. The goal of the Knowledge Center is to make it easier for Volunteer Coordinators to find solutions to their questions without having to ask for help.**




## Volunteer Program - Training

There is not a PROSPECT course available on the volunteer program. Districts are encouraged to hold their own workshops for volunteer coordinators.

### Corps of Engineers Ongoing Available Training/Presentations

- [Part 1 Volunteer Program Intro webinar, January 2025](#)
- [Part 2 Volunteer Program Job Design, Recruitment and Selection webinar, February 2024](#)
- [Part 3 Volunteer Program In Processing and Paperwork](#)
- [Part 4 Volunteer Program Supervision, Orientation, and Training](#)
- [Part 5 Volunteer Evaluations, Recognition and Awards/Reporting data in CWBI-OPS](#)
- [Volunteer Background Investigation Policy Update - 19 March 2020](#)
- [Water Safety Information for Employee/Volunteer Training & Safety Briefings, 2025](#)  
To request a PowerPoint version of this information email [water.safety@usace.army.mil](mailto:water.safety@usace.army.mil)

### Interagency Volunteer Training

- [55-Minute Training Series: Training Busy Staff to Succeed with Volunteers](#) 
- [Volunteer.gov walkthrough and training webinar for volunteer coordinators, Oct 2023](#)
- [Volunteer.gov August 2025 Recordings:](#)
  - [Session 1: Recruitment](#)
  - [Session 2: Onboarding](#)
  - [Session 3: Time Tracking](#)
  - [Session 4: Reporting](#)
- [Volunteer.gov Knowledge Articles](#)
  - General Overviews
    - [Overview of Volunteer.gov](#)
    - [How to Request a new Volunteer.gov District](#)
    - [Volunteer Coordinator or Project Team Member Account](#)
    - [Volunteer Coordinator vs. Team Member Roles](#)
  - [Opportunities: how to create a volunteer opportunity](#)
    - [Volunteer Opportunities Overview](#)
    - [Opportunity and Application Status Definitions](#)
    - [Create a New Opportunity](#)
    - [Add a Site Contact to an Opportunity](#)
    - [Create an Opportunity Template using Duplicate](#)
    - [Opportunity Owner vs Staff Access](#)
  - [Opportunity: Managing a Volunteer Opportunity](#)
    - [Staff Access & Team Member Tab](#)
    - [Volunteer Opportunities: Volunteers Tab](#)
    - [Change Opportunity Owner](#)
    - [Cancel an Opportunity](#)
    - [Duplicate an Opportunity](#)
  - [Applications & Onboarding: How to process applications and onboard volunteers](#)
    - [Updating Application Status](#)
    - [Create a 301a Onboarding Task](#)
    - [Assign a 301a Onboarding Task](#)
    - [Create Secondary Onboarding Tasks](#)
    - [Assign Secondary Onboarding Tasks](#)
    - [Set Group Leader Access to the OF-301b](#)
    - [Update Application Status to Ready to Volunteer](#)
    - [Access and Download the Completed 301a Volunteer Service Agreement](#)
  - [Time Tracking: Adding and processing time log entries](#)
    - [Add Volunteer Hours](#)



# User Management Tab



## User Management

### New User Request Form

Visit this [knowledge article](#) for more information and access to the new User Account Request form.

\* = Required Information

\*Request Type  
Volunteer Coordinator

#### Approver

\*Supervisor Last Name

\*Supervisor First Name

\*Supervisor Email

#### Site Information

\*Agency  
U.S. Army Corps of Engineers

\*Primary Site  
Select an Option

#### Secondary Sites

Sites available to select

- Abiquiu Lake
- Alabama River Lakes
- Alamo Dam

Selected sites

[Empty selected sites box]

#### General Information

\*Last Name

\*First Name

Middle Name

\*Email

\*Employee Type  
Select an Option

\*Time Zone  
(GMT-05:00) Eastern Standard Time (America/New\_York)

Submit

**Allows District Volunteer Coordinators to request new Team Member access**



U.S. ARMY

# Setting up a New Team Member

## New process beginning 12 Feb:

- Project volunteer coordinator fills out New User Request Form to be a Team Member
- District volunteer coordinator enters information from New User Request Form on the User Management page
- VC supervisor receives email requesting them to click a link to approve



### New User Request Form

To request a new Volunteer.gov District Volunteer Coordinator account, please submit the following information to Heather Burke.

To request a new Volunteer.gov Project Level Team Member account, please submit the following information to your District Volunteer Coordinator for your project.

#### Approver

- Supervisor Last Name:
- Supervisor First Name:
- Supervisor Email:

#### Site Information

- Primary Site:
- Secondary Sites:

#### New User Information

- Last Name:
- First Name:
- Middle Name:
- Email:
- Employee Type: (Select one)
  - Federal Employee
  - Non-Federal Employee (Partner, Intern, etc.)



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# Team Member Portal

You have reached the Team Member portal login. If you are a Volunteer Coordinator please go to the [Volunteer Coordinator portal](#) to login.

Username

Password

Log In

[Forgot your password?](#)

Log in Using

USACE Authentication

DOI Authentication

USDA Authentication

By signing in, I accept Volunteer.gov's [Terms of Use](#) and [Privacy Policy](#).





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# Team Member Portal View



Volunteer.gov

Log Out



## Team Member Portal

Welcome to the Team Member Portal. This new portal is still actively being developed with new additional features coming soon.

Currently live:

- **Selection:** Team Members can review volunteer applications and make changes to a volunteer's application status, including tentatively selecting them for the volunteer opportunity.
- **Onboarding:** Team Members can sign OF-301a forms as part of the onboarding process, as well as apply their signature to the termination line to close out OF-301a forms to end a volunteer's service.
- **Time Logs - NEW as of September:** Team Members will have all the same functionality as a Volunteer Coordinator, which includes the ability to create new time log entries for individuals or groups, and review and approval time log entries made by volunteers. Team Members will also get any improvements made to Time Logs for Volunteer Coordinators.

Under development:

- **Help Center - Coming in December:** Team Members will get a Help Center built into the Team Member Portal that will contain helpful guides detailing how to use the various functions of the portal.

### Selection and Onboarding

#### Selection and Onboarding Information

Change status

Under Review

Waitlist

Accept

Decline

Sign 301a

End Service

#### FILTERS

Clear all

##### Volunteer Opportunities

- Looking for Ringsmiths2
- Sample
- Demo 7/29
- R10 N Solomon
- Solomon R11 Test #2
- Solomon UAT R11
- Trail Clearing

##### Opportunity Statuses

- Recruitment Active

Showing 25

Page 1 of 1

Prev Next

<input type="checkbox"/>	Opportunity	Opportunity Status	Volunteer Name	Volunteer Email	Application Status	Date/Time Changed	Status Last Modified By	Onboarding Form
<input type="checkbox"/>	Trail Clearing	Recruitment Active	Luke Skywalker	nsolomon@nps.gov	Application Submitted	Aug 11, 2025	Nicholas Solomon	
<input type="checkbox"/>	Solomon UAT R11	Closed	Halbrand Smith	nsolomon@nps.gov	Service Complete	Aug 1, 2025	Automated Process User (Don't Deactivate)	301a
<input type="checkbox"/>	Demo 7/29	Recruitment Active	Halbrand Smith	nsolomon@nps.gov	Ready to Volunteer	Jul 29, 2025	Nicholas Solomon TMP	301a
<input type="checkbox"/>	Solomon R11 Test #2	Closed	Halbrand Smith	nsolomon@nps.gov	Application Under Review	Jul 8, 2025	Nicholas Solomon TMP	
<input type="checkbox"/>	Looking for Ringsmiths2	Closed	Halbrand Smith	nsolomon@nps.gov	Service Complete	May 2, 2025	Automated Process User (Don't Deactivate)	301a
<input type="checkbox"/>	Sample	Closed	Halbrand Smith	nsolomon@nps.gov	Service Complete	Mar 26, 2025	Nicholas Solomon TMP	301a
<input type="checkbox"/>	R10 N Solomon	Closed	Halbrand Smith	nsolomon@nps.gov	Service Complete	Mar 25, 2025	Michael Hester TMP	301a



U.S. ARMY

# Team Member Portal: Signing the OF 301a



## Selection and Onboarding

### Selection and Onboarding Information

Under Review

Waitlist

Accept

Decline

Sign 301a

End Service

#### FILTERS

Clear all

#### Volunteer Opportunities

- Looking for Ringsmiths2
- Sample
- Demo 7/29
- R10 N Solomon
- Solomon R11 Test #2
- Solomon UAT R11
- Trail Clearing

#### Opportunity Statuses

- Recruitment Active

Showing 25

Page 1 of 1

Next

<input type="checkbox"/>	Opportunity	Opportunity Status	Volunteer Name	Volunteer Email	Application Status	Date/Time Changed	Status Last Modified By	Onboarding Form
<input type="checkbox"/>	<a href="#">Trail Clearing</a>	Recruitment Active	<a href="#">Luke Skywalker</a>	<a href="mailto:nsolomon@nps.gov">nsolomon@nps.gov</a>	Staff Signature Required	Aug 12, 2025	Luke Skywalker	<a href="#">301a</a>
<input type="checkbox"/>	<a href="#">Solomon UAT R11</a>	Closed	<a href="#">Halbrand Smith</a>	<a href="mailto:nsolomon@nps.gov">nsolomon@nps.gov</a>	Service Complete	Aug 1, 2025	Automated Process User (Don't Deactivate)	<a href="#">301a</a>
<input type="checkbox"/>	<a href="#">Demo 7/29</a>	Recruitment Active	<a href="#">Halbrand Smith</a>	<a href="mailto:nsolomon@nps.gov">nsolomon@nps.gov</a>	Ready for Review	Jul 29, 2025	Nicholas Solomon TMP	<a href="#">301a</a>
<input type="checkbox"/>	<a href="#">Solomon R11 Test #2</a>	Closed	<a href="#">Halbrand Smith</a>	<a href="mailto:nsolomon@nps.gov">nsolomon@nps.gov</a>	Application Under Review	Jul 8, 2025	Nicholas Solomon TMP	
<input type="checkbox"/>	<a href="#">Looking for Ringsmiths2</a>	Closed	<a href="#">Halbrand Smith</a>	<a href="mailto:nsolomon@nps.gov">nsolomon@nps.gov</a>	Service Complete	May 2, 2025	Automated Process User (Don't Deactivate)	<a href="#">301a</a>
<input type="checkbox"/>	<a href="#">Sample</a>	Closed	<a href="#">Halbrand Smith</a>	<a href="mailto:nsolomon@nps.gov">nsolomon@nps.gov</a>	Service Complete	Mar 26, 2025	Nicholas Solomon TMP	<a href="#">301a</a>
<input type="checkbox"/>	<a href="#">R10 N Solomon</a>	Closed	<a href="#">Halbrand Smith</a>	<a href="mailto:nsolomon@nps.gov">nsolomon@nps.gov</a>	Service Complete	Mar 25, 2025	Michael Hester TMP	<a href="#">301a</a>

2

1



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# Team Member Portal: Signing the OF 301a

**Confirm Signature** [X]

By changing this volunteer's status to Ready to Volunteer, you are applying your signature as the government representative to section 42 of the OF-301a Volunteer Service Agreement. In doing so, you agree on behalf of your agency that while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described, and to consider the volunteer as a Federal employee only for the purposes of tort claims, liability and injury compensation to the extent not covered by their volunteer group, if any.

Volunteer Opportunity	Agreements Signed
Trail Clearing	1

**Sign Applications** [Cancel](#)

**Sign 301a** **End Service** **2** [Next](#)

**Under Review** **Waitlist** **Accept** **Decline** **Sign 301a** **End Service**

Showing 25 Page 1 of 1

Opportunity	Opportunity Status	Volunteer Name	Volunteer Email	Application Status	Date/Time Changed	Status Last Modified By	Onboarding Form
<a href="#">Trail Clearing</a>	Recruitment Active	<a href="#">Luke Skywalker</a>	<a href="mailto:nsolomon@nps.gov">nsolomon@nps.gov</a>	<b>Ready to Volunteer</b>	Aug 12, 2025	Luke Skywalker	<a href="#">301a</a>
<a href="#">Solomon UAT R11</a>	Closed	<a href="#">Halbrand Smith</a>	<a href="mailto:nsolomon@nps.gov">nsolomon@nps.gov</a>	Service Complete	Aug 1, 2025	Automated Process User (Don't Deactivate)	<a href="#">301a</a>
<a href="#">Demo 7/29</a>	Recruitment Active	<a href="#">Halbrand Smith</a>	<a href="mailto:nsolomon@nps.gov">nsolomon@nps.gov</a>	Ready to Volunteer	Jul 29, 2025	Nicholas Solomon TMP	<a href="#">301a</a>
<a href="#">Solomon R11 Test #2</a>	Closed	<a href="#">Halbrand Smith</a>	<a href="mailto:nsolomon@nps.gov">nsolomon@nps.gov</a>	Application Under Review	Jul 8, 2025	Nicholas Solomon TMP	



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# Team Member Portal : Approve Volunteer Hours



> ANNOUNCEMENTS

Welcome to the Team Member Portal. This new portal is still actively being developed with new additional features coming soon.

Currently live:

- **Selection:** Team Members can review volunteer applications and make changes to a volunteer's application status, including tentatively selecting them for the volunteer opportunity.
- **Onboarding:** Team Members can sign OF-301a forms as part of the onboarding process, as well as apply their signature to the termination line to close out OF-301a forms to end a volunteer's service.
- **Time Logs - NEW as of September:** Team Members will have all the same functionality as a Volunteer Coordinator, which includes the ability to create new time log entries for individuals or groups, and review and approval time log entries made by volunteers. Team Members will also get any improvements made to Time Logs for Volunteer Coordinators.

Under development:

- **Help Center - Coming in December:** Team Members will get a Help Center built into the Team Member Portal that will contain helpful guides detailing how to use the various functions of the portal.

[Selection and Onboarding](#) [Time Log](#)

### Selection and Onboarding Information

FILTERS Clear all

**Volunteer Opportunities**

- Cleanup Event
- Education Volunteer
- Planting Event
- Trail Maintenance Volunteer
- Visitor Services Volunteer

Showing 25 of 1 Page 1 of 1

<input type="checkbox"/> Opportunity	Opportunity Status	Volunteer Name	Volunteer Email	Applicati
<input type="checkbox"/> <a href="#">Cleanup Event</a>	Recruitment Active	<a href="#">Hermione Granger</a>	<a href="mailto:crodrigue@nps.gov">crodrigue@nps.gov</a>	Ready to
<input type="checkbox"/> <a href="#">Education Volunteer</a>	Recruitment Active	<a href="#">Hermione Granger</a>	<a href="mailto:crodrigue@nps.gov">crodrigue@nps.gov</a>	Onboardin Assigned
<input type="checkbox"/> <a href="#">Planting Event</a>	Recruitment Active	<a href="#">Hermione Granger</a>	<a href="mailto:crodrigue@nps.gov">crodrigue@nps.gov</a>	Ready to
<input type="checkbox"/> <a href="#">Trail Maintenance</a>	Recruitment Active	<a href="#">Hermione Granger</a>	<a href="mailto:crodrigue@nps.gov">crodrigue@nps.gov</a>	Ready to

Approved

Approval Required

Approved

Not Approved

<input type="checkbox"/>	<a href="#">Time Log Record Number</a>	<a href="#">Volunteer Name</a>	<a href="#">Position</a>	<a href="#">Category</a>	<a href="#">Date Hours Occurred</a>	<a href="#">Total Hours</a>	<a href="#"># of Volunteers</a>	<a href="#">Status</a>	<a href="#">Notes</a>
1	<a href="#">VTL-00008535</a>	<a href="#">Hermione Granger</a>	<a href="#">Individual Volunteer (301a) - Crew</a>	Construction and Facilities Maintenance	08/01/2025	4	1	Approved	
2	<a href="#">VTL-00008536</a>	<a href="#">Hermione Granger</a>	<a href="#">Individual Volunteer (301a) - Crew</a>	Construction and Facilities Maintenance	08/08/2025	4	1	Approval Required	
3	<a href="#">VTL-00008537</a>	<a href="#">Hermione Granger</a>	<a href="#">Individual Volunteer (301a) - Crew</a>	Construction and Facilities Maintenance	08/15/2025	4	1	Approval Required	
4	<a href="#">VTL-00008538</a>	<a href="#">Hermione Granger</a>	<a href="#">Individual Volunteer (301a) - Crew</a>	Construction and Facilities Maintenance	08/22/2025	4	1	Approval Required	
5	<a href="#">VTL-00008539</a>	<a href="#">Hermione Granger</a>	<a href="#">Individual Volunteer (301a) - Crew</a>	Construction and Facilities Maintenance	08/29/2025	4	1	Approval Required	
6	<a href="#">VTL-00008540</a>	<a href="#">Hermione Granger</a>	<a href="#">Individual Volunteer (301a) - Crew</a>	Construction and Facilities Maintenance	09/05/2025	4	1	Approval Required	
7	<a href="#">VTL-00008541</a>	<a href="#">Hermione Granger</a>	<a href="#">Individual Volunteer (301a) - Crew</a>	Construction and Facilities Maintenance	09/12/2025	4	1	Approval Required	

Cancel Save



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# Upcoming Volunteer Webinars / Important Dates



- Feb 11, 10:00 – 11:00 Pacific/ 1:00 – 2:00 Eastern: Volunteer job design, recruitment and selection
- Feb 13, 9:00 – 10:00 Pacific/ 12:00 – 1:00 Eastern: Volunteer in-processing and paperwork
- Mar 3, 11:00 – 12:00 Pacific/ 2:00 – 3:00 Eastern: Volunteer orientation, training, supervision. Incidental expenses and reimbursements
- Mar 5, 8:30 – 9:30 Pacific/ 11:30 – 12:30 Eastern: Volunteer evaluations and awards. Entering volunteer data in CWBI
- Apr 19 – 25: National Volunteer Week

\*\*This webinar has been recorded and will be posted along with the slides on the NRM Gateway Partnerships and Volunteer training pages:

<https://corpslakes.erdcdren.mil/employees/training.cfm?Id=partner&View=yes>

<https://corpslakes.erdcdren.mil/employees/training.cfm?Id=volunteer&View=Yes>